

Mini Career Fair

Resources:	Check off list	Career Fair student survey
	Presenter evaluation	Presenter letter
	Career Fair student assignment	
	Career Fair questions	Sample table sign

Purpose: The purpose of a TLC Career Fair is to introduce TLC students to the great variety of careers they can choose from. This should be an exploration activity.

Procedures: This activity works well with 60-100 students, depending on the size of room you hold it in. You will need one presenter for about every 8 students. If you have too many presenters, some will be sitting with no one at their table during some rotations. If you have too few, the kids will be too crowded to ask questions.

Set up tables around the room with a chair on one side for the presenter, and 6-8 chairs on the other side for students. Have the students report directly to the Career Fair so you don't waste time coming and going. As the students enter, have them choose a presenter to listen to and have them sit at their table. As soon as the students are seated, give the announcement for them to start.

After about 8 minutes, announce that they have 2 minutes to wrap up. After 10 minutes, have the students quickly move to another presenter. Repeat for all 4 rotations.

Helpful

Hints: It seems easier to get employers to commit to a Career Fair if they feel some connection with the school. Use parents, PTA, teacher's friends and acquaintances first.

It is easier to get employers to come for a couple of hours instead of an entire day. If you need to do a Career Fair all day, consider using two sets of employers—one in the morning and one in the afternoon. (This will also make it so you don't have to serve lunch.)

You may need to make special arrangements for parking. If parking is limited, ask teachers to park away from the building on that day to allow presenters to have a place to park. (Many of them will have equipment and displays to carry into the building.)

Be sure to prepare the students so they will understand how you expect them to dress, behave, where to go to class on that day, and remind them to treat the employers with respect.

Hand out the Career Fair assignment ahead of time so the kids can decide who they would like to visit.